

Cape Ann Transportation Authority
Board Meeting
May 14, 2020 Remote Meeting
9:30am

Attendance: Jim Destino CAO to the Mayor, Mitchell Vieira, Tony Marino, Laurel Eisenhauer, Stephanie Jackson, Liz O'Connor, Felicia Webb, Bob Ryan, Jackie LaFlam

Called to order by James Destino at 9:30am

Roll Call Representatives from Gloucester, Rockport, Ipswich, Essex and ADA were in attendance.

Approval of February 24, 2020 minutes

Motioned by Jim Destino

Seconded by Laurel Eisenhauer

Roll Call Vote – unanimous in favor

Fiscal 21 Budget and Discussion

Jim said not a lot of changes.

Item 1

Felicia discussed the Cares Act Fund CATA's receiving of \$1.5 Million in additional federal assistance for any loss of revenue or operating assistance due to Covid-19. We should receive that Grant on Monday. We also have an extra 5307 available unobligated to use. The Transit Authority is relatively financially stable.

The Brokerage HST Management fee will be going up 2 ½ %, that's to fund that staff here and operations. No indication that will go down any. If transportation doesn't happen the fee is not affected by this. We get the \$800,000 regardless from the state.

Laurel questioned what the cost basis was.

Previously when CATA booked trips, dialysis and methadone, clients they were assigned to vendors regardless of the cost. We switched over to cost basis, when the individual trips come in they are offered to the lowest vendors and other factors also play a roll. That gives the vendors also control of the trips they can do.

and the have the passengers sitting far apart as far as possible. We are doing all we can, we are also looking into buying a power cleaner for the buses.

Also CATA employees are all working 6ft apart and we are all wearing mask if we cannot be 6ft apart. We are cleaning every day and disinfecting our own areas as well as the office.

Jim wanted to know if anyone was working from home.

Felicia said we only have one person working from home. Scott is our vendor relations and inspector and as of right now HST has suspended inspections He is working 90% remotely. He developed a complaint data base for us as well.

Jim as long as people can work from home they should, but need to be monitored.

Bob Ryan stated his office manager is working from home, she can do all her work from home payroll, billing, printing and other office duties.

Jim stated you need to keep training your employees on Covid-19 and continue with the cleaning expectations from the Board. We are high risk employees who deal with the public on a daily basis.

HST Bid

Felicia discussed the HST bid has been extended until the end of June. She will follow up with the local delegation to see where we are at with them.

She also discussed Dialysis, we started with three clients in March and picked up a fourth client in April. It is going well and the clients are happy and Dialysis is happy as well.

The Essex-Hamilton Services will begin by the end of July. Essex we will supplementing the service with the Counsel on Aging. With Hamilton we were asked take over a little more of the services and we are working with the Town and Counsel on Aging.

We had two RFP's out, the last time that we met, one is the Work Force Grant, we had five responses and we do have a vendor selected we are just waiting for more information from Mass Dot. We should receive it within the next two weeks. Next RFP is the Job Analysis which is the HR study and being funded by Mass Dot, it went out to bid and we had no response we are moving forward with Mass Dot, there is a contract amendment. AECOM, they pulled in other people from ETTA who will be helping with the compensation and structural study. The kick off meeting was today. The meeting went well.

Jim motioned to adjourn.

Moved Laurel
Seconded Mitch
Roll Call Vote

Vote :Unanimous

Called to order by James Destino at 9:30am

Motion to approve the FY2021 Budget Expenditures of \$19,768,134

By James Destino

Moved by Mitch Vieira

Seconded by Tony Marino

Roll Call Vote

Vote: Unanimous

Motion to approve the FY 2021 Budget Revenues of \$19,768,134

By James Destino

Moved by Tony Marino

Seconded by Mitch Vieira

Roll Call Vote

Vote: Unanimous

Covid-19

Felicia explained how the Brokerage all of our trips down and that the Dayhab, DDS, IEP Programs have suspended since March and we don't know when they will open again. The brokerage staff is on a split schedule every other day on a two week schedule.

The Transit side we are down a little but we should be able to finish the year without any cuts.

We are doing additional work for the MBTA while the reconstruction of the Annisquam Bridge we are providing bus service from Rockport, Gloucester to West Gloucester back and forth in terms, of revenue is about \$40,000 a week. It should balance out for FY2020.

Jim asked about what we are doing to as far as precaution for Covid-19.

Felicia said all vehicles are disinfected, every day all drivers wear gloves and masks. The drivers hand out mask and gloves to the passengers if they do not have any. We make sure we have plenty on hand. The drivers are not collecting fees and the passengers enter through the rear doors